

**BY-LAWS OF THE HUMAN RELATIONS COMMISSION
TOWN OF GILBERT**

**ARTICLE I
ORGANIZATION**

SECTION 1: OFFICIAL NAME

The name of the Commission shall be known as the Gilbert Human Relations Commission (HRC); whereas human relations incorporates the interactions between individuals, respecting one another and valuing their strengths and differences.

SECTION 2: PRINCIPAL OFFICE

The principal office for the transaction of the activities and business affairs of the Commission will be located at the Town of Gilbert, Municipal Center, and Town Clerk's Office.

SECTION 3: MISSION AND VISION STATEMENT

The **Mission** of the Gilbert Human Relations Commission is to strengthen the quality of life by promoting opportunities for Gilbert residents to respect, appreciate, and celebrate their rich diversity.

The **Vision** of the Gilbert Human Relations Commission is a safe and friendly town where residents of Gilbert share a strong sense of community, respect individual rights and accept responsibility for the well being of all.

**ARTICLE II
COMMISSION**

SECTION 1: COMMISSION

The Commission shall be organized as provided in ordinance #2539 by the Town of Gilbert and passed and adopted by the Council of the Town of Gilbert, Arizona (Town Council) on the 4th day of June 2015.

SECTION 2: CHAIR AND VICE CHAIR

The Commission shall, at its first meeting every November, elect a Chairperson (Chair) and Vice Chairperson (Vice Chair) from among its members by majority vote. The election may be postponed by a majority vote of the members of the Commission present. If the election is postponed, the current chair and vice-chair will remain in office until the election has taken place.

The **Chair** shall preside at all meetings and hearings of the Commission, decide all points of order or procedures, and perform any duties required by the ordinance of these By-laws. The Chair may make and second motions and shall have a voice and vote in all its proceedings.

The **Vice Chairperson** shall serve in the absence of the Chair.

In the Absence of the Chair and Vice Chair, the immediate past Chair shall serve as Acting Chair. If none is present, then the Commission will select an **Acting Chair** to serve at the meeting by a majority vote of the Commissioners present.

Any vacancy in the office of chair or vice-chair shall be filled from the Commission membership by majority vote of the Commission members present at the next meeting. Any chair or vice-chair so elected shall serve for the remainder of the vacated term.

SECTION 3: MEMBERSHIP AND TERM OF SERVICE

The Commission shall consist of five Commissioners appointed by the council. All terms shall be three years in length, unless otherwise provided by law. Commissioners shall continue to serve until their successors are duly appointed. Commissioners shall serve staggered terms whereby no more than three Commissioners' terms expire in any one year. The council may appoint non-voting ad hoc Commissioners who are not residents of Gilbert.

The term of service of the Chair and Vice Chair shall be one (1) year and shall not serve in this capacity for more than two (2) consecutive one-year terms.

SECTION 4: VACANCIES / REMOVAL FROM OFFICE

Vacancies and removal from office of the Chair and Vice Chair shall be managed in conformance with Town of Gilbert Code, Article VI, Section 1-205.

Any Commissioner may resign at any time by giving written notice to the Chair or the town Clerk. Such resignation shall take effect on the date of the receipt of such notice, or at any later time specified therein, and the acceptance of such resignation shall not be necessary to make it effective.

In the event of death, resignation or removal of any Commissioner, the Council shall appoint a new member to serve for the unexpired portion of the term vacated. Alternate Commissioners may be considered for vacancies, subject to recommendation by the council liaison.

SECTION 5: POWERS

Subject to any limitations contained within Town ordinances or these By-laws, the activities and affairs of the Commission shall be conducted and all powers shall be exercised by or under the direction of the Commission.

The Commission may delegate the management of the activities of the Commission to any person or persons or sub-committees, however composed, provided that the activities and affairs of the Commission shall be managed and all powers shall be exercised under the direction of the Commission.

All Subcommittees and other Committees formed or appointed by the Commission to make recommendations to the Commission must comply with the Open Meeting Law. The Staff Liaison shall contact the Town Clerk to determine whether the Open Meeting Law pertains to the Subcommittee or other Committee.

The Commission shall have the powers and duties as provided in ordinance #2409 by the town of gilbert and passed and adopted by the council of the Town of Gilbert, Arizona on the 6th day of December 2012.

SECTION 6: ENDORSEMENT OF DOCUMENTS/CONTRACTS

Neither the Commission nor any of its Commissioners shall have any power or authority to enter into any contractual agreements or commitments on behalf of the Commission or to pledge its credit or to render it liable for any purpose or amount. The Staff Liaison or the Assistant Town Manager must approve all expenditures. All documents or contracts requiring an endorsement must be signed by the Town Manager or the Assistant Town Manager.

SECTION 7: LEGAL COUNSEL

The Town Attorney or his/her designated representative shall be legal counsel for the Commission and shall provide, upon request, advice or counsel on any question of law or matter requiring legal interpretation of advice, subject to approval of the Town Manager.

ARTICLE III MEETINGS

SECTION 1: OPEN MEETING LAW

All Commission members and the Staff Liaison shall be familiar with the Arizona Open Meeting Law: Title 38, Chapter 3, Article 3.1, Arizona Revised Statutes. All Commissioners are required to attend mandatory training on the Open Meeting Law and Conflict of Interest once per year. Training sessions are scheduled by the Clerk's Office of the Town of Gilbert and presented by one of the Town's attorneys. Any Commissioner faced with a situation not specifically addressed within these By-laws shall consult with the legal counsel prior to proceeding.

SECTION 2: REGULAR MEETINGS

Regular meetings of the Commission shall be held on an as needed basis determined by Council or the Council liaison. When Council or the Council liaison determines a regular meeting is needed, the meeting shall be held at a date and time determined by the staff liaison and governed

by quorum requirements. The Chair, Council liaison or Staff liaison may cancel a regular meeting. Notice of time and place of any public meeting to be held by the Commission shall be given as required by state law and town ordinances.

SECTION 3: SPECIAL MEETINGS

Special meetings may be held by the Commission on the call of the chair or three (3) or more Commissioners and shall be filed with the staff liaison. At least twenty-four (24) hours' notice of the meeting shall be given to each member and the manner of the call shall be noted in the minutes of the special meeting held. The staff liaison shall receive forty-eight (48) hours' notice of the meeting and shall post meeting notices twenty-four (24) hours prior to such meeting.

In accordance with Town Code, Chapter 1, Article IV, Sec. 1-206, the Commission shall hold an annual planning meeting to discuss goals and objectives for the year but shall not include regular business.

SECTION 4: WORK STUDY/EXECUTIVE SESSIONS

Work Study and Executive Sessions of the Commission may be held prior to or following any regular or special meeting or at any other time by call from the Chair or by a majority of the Commissioners and filed with the Staff Liaison, or by a majority of the Commissioners constituting a quorum at any previous meeting. All Work Study Sessions shall be open to the Public. Any action calling for a formal vote shall take place only at a regular or special meeting.

SECTION 5: LOCATION OF MEETINGS

The location of meetings of the Commission shall be in the Municipal Center of the Town of Gilbert, or any other location as designated by the Chair and filed in the office of the Town Clerk and posted at designated locations in the Town and/or on the Town Web site at www.gilbertaz.gov.

SECTION 6: MEETING AGENDA

Agenda items may be submitted by any Commissioner to the Chair, who shall place such submittal items on the agenda. The following statement shall be placed on all agendas: "The Town of Gilbert endeavors to make all public meetings accessible to persons with disabilities. Persons needing any type of special accommodations are asked to notify the Town Clerk's Office at least 72 hours in advance. Accommodations for requests made less than 72 hours in advance cannot be guaranteed."

SECTION 7: QUORUM

A quorum necessary for the transaction of business shall consist of no less than one half of the current number of Commissioners. Unless otherwise provided by these Bylaws, the Commissioners present at a duly called or held meeting at which a quorum is present, may continue to do business until adjournment, notwithstanding the withdrawal of a sufficient

number of Commissioners to leave less than a quorum, if action taken, where approval of a majority of the Commissioners is required to constitute a quorum. At any Commission meeting, any number of Commissioners may hold discussion on agenda items.

A majority of the Commissioners present, whether or not a quorum is present, may adjourn any meeting or special session to another time and place consistent with the Open Meeting Law. Any adjournment greater than 48 hours shall require proper notice in accordance with State law and Town ordinances.

SECTION 8: MEMBER ATTENDANCE

A Commissioner shall endeavor to attend all meetings of the Commission. A Commissioner who is absent from three (3) consecutive regular meetings or absent from 50 percent or more meetings during any twelve-month period, or fails to attend required training, the Commissioner's office shall be automatically vacated per Town Code, Article IV, Sec. 1-205. The chair shall bring such matters before the town council for review. All meetings or sessions held on one (1) day shall constitute as one (1) day.

SECTION 9: CONFLICT OF INTEREST

All Commissioners shall comply with the Arizona Conflict-of-Interest law: Title 38, Chapter 3, Article 8, Arizona Revised Statutes.

ARTICLE IV OFFICIAL RECORDS

SECTION 1: DEFINITION

The official records shall include these By-Laws, regulations and the minutes of the Commission meetings together with all findings, applications, exhibits, correspondence, votes and recommendations to the Town Council and other official actions or items filed with or issued by the Commission.

SECTION 2: PUBLIC RECORDS

Written minutes shall be kept of all Regular and Special meetings and Work Study sessions. Tape recordings may be kept of regular and special meetings. All official records shall be maintained and available for public viewing and filed in an orderly fashion by the Staff Liaison. Written minutes and tape recordings shall be retained on file for a period of time as required by the Town's Record Destruction Policy. Minutes of meetings shall be distributed to all members of the Commission for their review and approval or amendment at subsequent meetings.

ARTICLE V RULES AND AMENDMENTS

SECTION 1: EFFECTIVE DATE

These By-laws and any amendments thereto, shall become effective at the first meeting following their adoption by an affirmative vote of the majority of the Commission where a quorum is present and subsequent to the approval of the Council.

SECTION 2: AMENDMENT PROCEDURES

These By-laws may be amended by a majority of Commissioners present at any meeting of the Commission where as that notice of said proposed amendment(s) is provided in writing at least five (5) days prior to said meeting. Such amendment(s) shall be subject to ratification by the Town council and, if so approved, shall become effective at the next regular meeting of the Commission following ratification.

SECTION 3: WRITTEN COMMUNICATIONS

All written communications from the Commission shall be distributed over the signature of the Chair or Vice Chair of the Commission.

SECTION 4: PARLIAMENTARY PROCEDURES

A roll call shall be taken at all regular meetings and special meetings and the minutes shall record the Commissioners present or absent. The Chair shall call the Commission to order and may call each matter of business in the order of the approved agenda. All items submitted to the Town Council for approval by the Commission shall require a majority vote of the Commission. Each member attending shall be entitled to one vote and the minutes of the proceedings shall indicate the vote of each member on every acted upon or resolved matter.

Unless otherwise provided in these By-Laws or unless such rules are suspended or amended by majority vote of the Commission, the Chair shall conduct the meeting as generally provided in Robert's Rules of Order, Revised.

Section 5: POLICY INITIATION/FOLLOW-UP PROCEDURES

Policies/recommendations voted on by the Commission will go in the appropriate staff communication in support of items moving forward before Council.

Requests of the Commission to study and/or make recommendations to Council on strongly supported items will be communicated via letter with Commission Chair signature.

CERTIFICATE OF ADOPTION

The undersigned Chair and Vice Chair of the Town of Gilbert Human Relations Commission hereby certify that the foregoing By-Laws were duly adopted by the consent of the

Commissioners of the Town of Gilbert Human Relations Commission on the _8_ day of
__June____ 2016 and effective the ____ day of _____ 2016.

Executed on the ____ day of _____ 2016.

By: _____
Chair Elizabeth Harper

By: _____
Vice Chair Elaine Kessler